



# MS Excel 2010

## Introduction to *"Vlookup"* Function



• Vlookup Function

• Steps of Usage

## Introduction:

This function is usually used to import data from the neighbour sheet, exists on same workbook, to the required sheet.

While using this function, you must keep one value constant, against which you have to import data from the neighbour sheet. For example, you want to import data for Code# 123456, then you must select this number while using vlookup, to import exact data.

Now we will see further in this article, that how this function works.

**Fig. A ( Neighbor Sheet)**

	A	B	C	D	E
	Emp Id	Employee Name En	Current Organizational Position	Date Of Joining	Nationality
1					
2	21	Quwaider Abdul Sammade Hassa	Chief Cashier	14-Aug-82	Yemeni
3	1285	ABDUL WAHAB RAHAM ALI TAKU	Helper Electrician	21-Aug-86	Bangladeshi
4	1303	MD SHAHADAT HOSSAIN AKKAS	Foreman	27-Sep-87	Bangladeshi
5	19751	Abdalla Ahmed Mustafa	Administrator	18-Jun-00	Sudani
6	35242	Sajjad Ahmed	Operator Roller	19-Apr-08	Pakistani
7	18016	Tharwat Mohamed El Said Sadek	Project Manager	9-Mar-90	Egyptian
8	19556	Mohamed Gamal Mohamed El Ka	Manager Workshop	8-Apr-00	Egyptian
9	19623	Omer Mohamed Basheir	Administrator	1-Sep-00	Sudani
10	5680	ABDUL SATTAR ABDUL MAZID	Mason	18-Sep-86	Bangladeshi
11	53152	Azad Amzad Ali	Leadman Labour	31-Dec-97	Bangladeshi

## Explanation:

Suppose we want to import below data against Empl. IDs, from Neighbor sheet A to the Target sheet B,

- Name
- Position
- Date Of Joining
- Nationality

1)-First of all you have to write all Empl. IDs, against which you want to import data, as shown in fig. B.

2)-Now write below formula starting with “=”, in **Name Cell** which is C:10,

**=VLOOKUP(**

as shown in fig. B.1

3)-Now leave this formula as it is, and select all Computer# (Em. Id), with the help of mouse.

You will see that the system have Automatically written your selected cells, which are from B:10 to B:19. as shown in Fig. B.2.

**Fig. B - Target Sheet**

	A	B	C	D	E	F
	Sn.	Comp #	Name	Position	Date of Joining	Nationality
9	<b>Skilled Workforce:</b>					
10	1	21				
11	2	1285				
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

## B.1

	A	B	C	D	E	F
	Sn.	Comp #	Name	Position	Date of Joining	Nationality
9	<b>Skilled Workforce:</b>					
10	1	21	=VLOOKUP(			
11	2	1285	[ VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup]) ]			
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

## B.2

	A	B	C	D	E	F
	Sn.	Comp #	Name	Position	Date of Joining	Nationality
9	<b>Skilled Workforce:</b>					
10	1	21	=VLOOKUP(B10: B19			
11	2	1285	[ VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup]) ]			
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				



## Vlookup Function – MS Excel 2010

### A.2

	1	2	3	4	5
	A	B	C	D	E
	Emp Id	Employee Name En	Current Organizational Position	Date Of Joining	Nationality
1					
2	21	Quswaider Abdul Sammade H	Chief Cashier	14-Aug-82	Yemeni
3	1285	ABDUL WAHAB KHAMAWAD	Helper Electrician	21-Aug-80	Angladesh
4	1303	MD SHAHADAT HOSSAIN AKH	Foreman	27-Sep-87	Angladesh
5	19751	Abdalla Ahmed Mustafa	Administrator	18-Jun-00	Sudan
6	35242	Sajjad Ahmed	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])		
7	18016	Tharwat Mohamed El Said Sa	Project Manager	9-Mar-90	Egyptian
8	19556	Mohamed Gamal Mohamed	Manager Workshop	8-Apr-00	Egyptian
9	19623	Omer Mohamed Basheir	Administrator	1-Sep-00	Sudan
10	5680	ABDUL SATTAR ABDUL MAZIE	Mason	18-Sep-86	Angladesh
11	53152	Azad Amzad Ali	Leadman Labour	31-Dec-97	Angladesh
12	53176	Abdul Latif Mojibar Rahman	Labour Cleaning	31-Dec-97	Angladesh
13	53659	Abdus Samad Mohammed Sa	Gardener	2-Oct-98	Angladesh
14	27473	SHAJAHAN ALI AMIN UDDIN	Carpenter Shuttering	25-Mar-95	Angladesh
15	44096	Rais Mohammed	Mechanic Heavy Equipment	26-Jun-06	Indian
16	44133	SULTAN SINGH . .	Mechanic Diesel	7-Jul-06	Indian
17	44120	Raj Kulanthaisam Kulanthais	Driver Heavy Duty	5-Jul-06	Indian
18	44121	Mohammad Kayamuddin Kh	Operator Dozer	7-Jul-06	Indian
19	44065	Mohanadas Velayuhan	Mechanic Diesel	20-Jun-06	Indian
20	45177	MOHAMMAD SHAHBAZ . .	Driver Heavy Duty	23-Mar-07	Indian
21	44179	Mohammad Husain Ansari	Carpenter Shuttering	20-Jul-06	Indian
22	41439	Mohammed Jafer Jafer	Mason	14-May-97	Indian
23	45237	Sanjoy Prasad Prasad	Mason	31-Mar-07	Indian
24	44293	Mohammad Khurshed Ansari	Electrician	12-Sep-06	Indian
25	42004	Nisar Ahmad Ahmad	Leadman Plumber	20-Sep-97	Indian
26	56893	Alamgir Samad Miah	Labour	28-Jun-04	Angladesh

### A.3

	A	B	C	D	E
21610	122809	MOHAMMED ABDULWAHAB	Accountant	16-Feb-14	audi Arabi
21611	110794	AHMED ABDULRAHMAN MO	Government Relations Office	3-Sep-11	audi Arabi
21612	109726	MSHARY ABDUL RAHMAN SA	Security Guard	30-Jul-11	audi Arabi
21613	110159	SALEM MAHL SALEM AL ANZY	Emergency officer	1-May-11	audi Arabi
21614	115699	ABDAL AZIZ ZAID ABDEL RAH	Emergency officer	15-Dec-12	audi Arabi
21615	115965	MELHA EID MOHAMMED ALA	Data Entry Operator	1-Jan-13	audi Arabi
21616	116051	MOHAMMED NASSIR AHMED	Driver Heavy Duty	19-Jan-13	audi Arabi
21617	111307	SALEM SOLIMAN ALI AL ATAV	Foreman	1-Nov-11	audi Arabi
21618	118215	ABDULRAHMAN VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])			
21619	112327	IBRAHEM AHMED IBRAHEM S	Supervisor	12-Feb-12	audi Arabi
21620	108978	HAMZA KHALED HAMZA ABD	Administrative Assistant	6-Jun-11	audi Arabi
21621	59828	Ahmad Mahim Ali Mollah .	Labour Cleaning	6-Aug-08	Angladesh
21622	115696	KHALID ABDUL AZIZ MOHAM	Emergency officer	15-Dec-12	audi Arabi
21623	115997	HAMDI AHMED MOHAMMED	Clerk	25-Dec-12	audi Arabi
21624	56750	Mostafa Miah Tomser Ali .	Operator Roller	14-Feb-04	Angladesh
21625	110722	ABDULLAH SALEM AIED AL SH	Telephone Operator	2-Oct-11	audi Arabi
21626	115966	KHADEEJA EID SULIMAN EID	Data Entry Operator	1-Jan-13	audi Arabi
21627	57471	Mohammed Chano Mohamm	Labour Cleaning	28-Feb-05	Angladesh
21628	110058	AHMED FAYED KHALEF AL SH	Data Entry Operator	17-Sep-11	audi Arabi
21629	120903	SHOGAA SOLIMAN ZAHER AL	General Foreman	6-Oct-13	audi Arabi
21630	121816	MOHAMMED YOUSIF SAEED	Foreman	21-Oct-13	audi Arabi
21631	113529	MOHAMMED MOBARAK NAS	Security Guard	20-Feb-12	audi Arabi
21632	11157	SAOUD SALAMA SOLIMAN AL	Driver Light	1-Nov-11	audi Arabi
21633	121843	ALI YAHIA IBRAHIM OSMAN	Foreman	18-Dec-13	audi Arabi
21634	122328	ALI AHMED HUSSAIN MATRI	Security Guard	11-Jan-14	audi Arabi
21635	110250	WADEAA HUSSAIN FAIEZ AL	Telephone Operator	13-Aug-11	audi Arabi
21636	121857	HASSAN ABDON HASSAN AB	Security Guard	18-Dec-13	audi Arabi
21637	122265	IBRAHIM MOHAMMED ALI AL	Security Guard	16-Jan-14	audi Arabi
21638	82228	Moeld Hatlol Moeld Alram	Security Guard	12-Nov-07	audi Arabi

4)- Now go to the neighbor sheet, from where you want to import data, and select **Employee ID Cell**, and drag horizontally to the last column, Which is “Nationality (E)”, as shown in Fig. A.2.

Now press “Ctrl + Below Arrow key”, to select complete range available in our Mandatory sheet, as shown in Fig. A.3.

5)- Now put **comma** and write **2**, then again **comma**, as shown in Fig. A.4.

=VLOOKUP(B10:B19,Sheet1!A2:E21638,2,

**Important Note:** We have putted 2, because Employee Name is available at column number 2, as shown in Fig. A.2.

6)- Then select an option of “**False-Exact Match**”, as shown in Fig. A.5, and press Enter.

### A.4

SUMIF		=VLOOKUP(B10:B19,Sheet1!A2:E21638,2,	
	A	B	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
21601	122330	MOHAMMED ABDU AHMED N	Security Guard
21602	121819	KHALID AHMED HAMAD MO	Security Guard
21603	117052	BADR SLEEM MOTEH ALHAD	Mechanic
21604	111140	AHMED MANAHI GHAZI AL SH	Administrative Assistant
21605	123872	HASSAN MOUSSA HASSAN A	Foreman
21606	109578	EMAD NOIF SALEH RMAL ALS	Foreman
21607	117121	ATAALLAH MOHAMMED BAR	Government Relations Office
21608	59923	MUHAMMAD MUKHLES MIA	Labour Cleaning
21609	115957	SALIH KHADER HAMED ABUF	Emergency officer
21610	122809	MOHAMMED ABDULWAHAB	Accountant
21611	110794	AHMED ABDULRAHMAN MO	Government Relations Office
21612	109726	MSHARY ABDUL RAHMAN SA	Security Guard
21613	110159	SALEM MAHL SALEM AL ANZY	Emergency officer
21614	115699	ABDAL AZIZ ZAID ABDEL RAH	Emergency officer
21615	115965	MELHA EID MOHAMMED ALA	Data Entry Operator
21616	116051	MOHAMMED NASSIR AHMED	Driver Heavy Duty
21617	111307	SALEM SOLIMAN ALI AL ATAV	Foreman
21618	118215	ABDULRAHMAN AIYAD AIED	Foreman
21619	112327	IBRAHEM AHMED IBRAHEM S	Supervisor
21620	108978	HAMZA KHALED HAMZA ABD	Administrative Assistant
21621	59828	Ahmad Mahim Ali Mollah .	Labour Cleaning
21622	115696	KHALID ABDUL AZIZ MOHAM	Emergency officer
21623	115997	HAMDI AHMED MOHAMMED	Clerk
21624	56750	Mostafa Miah Tomser Ali .	Operator Roller
21625	110722	ABDULLAH SALEM AIED AL SH	Telephone Operator
21626	115966	KHADEEJA EID SULIMAN EID	Data Entry Operator
21627	57471	Mohammed Chano Mohamm	Labour Cleaning
21628	110058	AHMED FAYED KHALEF AL SH	Data Entry Operator
21629	120903	SHOGAA SOLIMAN ZAHER AL	General Foreman
21630	121816	MOHAMMED YOUSIF SAEED	Foreman

### A.5

SUMIF		=VLOOKUP(B10:B19,Sheet1!A2:E21638,2,	
	A	B	VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
21610	122809	MOHAMMED ABDULWAHAB	Accountant
21611	110794	AHMED ABDULRAHMAN MO	Government Relations Office
21612	109726	MSHARY ABDUL RAHMAN SA	Security Guard
21613	110159	SALEM MAHL SALEM AL ANZY	Emergency officer
21614	115699	ABDAL AZIZ ZAID ABDEL RAH	Emergency officer
21615	115965	MELHA EID MOHAMMED ALA	Data Entry Operator
21616	116051	MOHAMMED NASSIR AHMED	Driver Heavy Duty
21617	111307	SALEM SOLIMAN ALI AL ATAV	Foreman
21618	118215	ABDULRAHMAN AIYAD AIED	Foreman
21619	112327	IBRAHEM AHMED IBRAHEM S	Supervisor
21620	108978	HAMZA KHALED HAMZA ABD	Administrative Assistant
21621	59828	Ahmad Mahim Ali Mollah .	Labour Cleaning
21622	115696	KHALID ABDUL AZIZ MOHAM	Emergency officer
21623	115997	HAMDI AHMED MOHAMMED	Clerk
21624	56750	Mostafa Miah Tomser Ali .	Operator Roller
21625	110722	ABDULLAH SALEM AIED AL SH	Telephone Operator
21626	115966	KHADEEJA EID SULIMAN EID	Data Entry Operator
21627	57471	Mohammed Chano Mohamm	Labour Cleaning
21628	110058	AHMED FAYED KHALEF AL SH	Data Entry Operator
21629	120903	SHOGAA SOLIMAN ZAHER AL	General Foreman
21630	121816	MOHAMMED YOUSIF SAEED	Foreman
21631	113529	MOHAMMED MOBARAK NAS	Security Guard
21632	11157	SAOUD SALAMA SOLIMAN AL	Driver Light
21633	121843	ALI YAHIA IBRAHIM OSMAN	Foreman
21634	122328	ALI AHMED HUSSAIN MATRI	Security Guard
21635	110250	WADEAA HUSSAIN FAIEZ AL	Telephone Operator
21636	121857	HASSAN ABDON HASSAN AB	Security Guard
21637	122265	IBRAHIM MOHAMMED ALI AL	Security Guard
21638	82228	Moeld Hatlol Moeld Alram	Security Guard

## Vlookup Function – MS Excel 2010

**B.3**

	A	B	C	D	E	F
6	Sn.	Comp #	Name	Position	Date of Joining	Nationality
7						
8						
9	<b>Skilled Workforce:</b>					
10	1	21	Quwaider Abdul Sammade Hassan			
11	2	1285				
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

**B.4**

	A	B	C	D	E	F
6	Sn.	Comp #	Name	Position	Date of Joining	Nationality
7						
8						
9	<b>Skilled Workforce:</b>					
10	1	21	=VLOOKUP(\$B\$10:\$B\$19,Sheet1!\$A\$2:\$E\$21638,2,)			
11	2	1285				
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

**B.4.a**

	A	B	C	D	E	F
6	Sn.	Comp #	Name	Position	Date of Joining	Nationality
7						
8						
9	<b>Skilled Workforce:</b>					
10	1	21	Quwaider Abdul Sammade Hassan			
11	2	1285				
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

You will see that the system came to your required sheet automatically along with an Employee Name in the Cell, see **Fig. B.3**

7)- Now double click (or press F2) by taking cursor, or selecting Name, and put \$ sign before and after column names,

=VLOOKUP(\$B\$10:\$B\$19,Sheet1!\$A\$2:\$E\$21638,2,

As shown in Fig. B.4, and press Enter.

Now our required limits are locked. See Fig. B.4.a.

8)- Now grab the bottom of Name cell, and Drag your cursor Horizontally, starting from the Name column, till Nationality column, as shown in Fig. B.5

	A	B	C	D	E	F
6	Sn.	Comp #	Name	Position	Date of Joining	Nationality
7						
8						
9	<b>Skilled Workforce:</b>					
10	1	21	Quwaider Abdul Sammade Hassan	Quwaider Abdul Sammade Hassan	Quwaider Abdul Sammade Hassan	Quwaider Abdul Sammade Hassan
11	2	1285				
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

**B.5**

## Vlookup Function – MS Excel 2010

**B.6**

	A	B	C	D	E	F
6						
7	Sn.	Comp #	Name	Position	Date of Joining	Nationality
8						
9	Skilled Workforce:					
10	1	21	Quwaider Abdul Sammade Hassan	=VLOOKUP(\$B\$10:\$B\$19,Sheet1!\$A\$2:\$E\$21638,3)	Quwaider Abdul Sammade Hassan	Quwaider Abdul Sammade Hassan
11	2	1285		VLOOKUP[lookup_value, table_array, col_index_num, [range_lookup]]		
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

**B.7**

	A	B	C	D	E	F
6						
7	Sn.	Comp #	Name	Position	Date of Joining	Nationality
8						
9	Skilled Workforce:					
10	1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	=VLOOKUP(\$B\$10:\$B\$19,Sheet1!\$A\$2:\$E\$21638,4)	Quwaider Abdul Sammade Hassan
11	2	1285			VLOOKUP[lookup_value, table_array, col_index_num, [range_lookup]]	
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

9)- Now double click on the **Position** column, and replace digit **2** with **3**, as shown in Fig. **B.6**, and press enter. Position will come automativcally, because the position is at number **3** column, as shown in Fig. **A.2**.

Same treat with rest cells, and replace 2, with 4 and 5 to get required information, as shown in Fig. **B.7** and **B.8**

**B.8**

	A	B	C	D	E	F
5	Project:					
6	Sn.	Comp #	Name	Position	Date of Joining	Nationality
7						
8						
9	Skilled Workforce:					
10	1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	30177	=VLOOKUP(\$B\$10:\$B\$19,Sheet1!\$A\$2:\$E\$21638,5)
11	2	1285				VLOOKUP[lookup_value, table_array, col_index_num, [range_lookup]]
12	3	1303				
13	4	19751				
14	5	35242				
15	6	18016				
16	7	19556				
17	8	19623				
18	9	5680				
19	10	53152				

## Vlookup Function – MS Excel 2010

10)- If you find **Date** in the form of numbers, as Shown in Fig. B.8, Then Right click on the box and select **Format cell**, then select **Date Option** and then required date format, and press OK. See Fig. B.9 & B.10.

Now you have complete information for one employee, imported from the neighbor sheet, See Fig. B.11.

Sn.	Comp #	Name	Position	Date of Joining	Nationality
1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	30177	Yemeni
2	1285				
3	1303				
4	19751				
5	35242				
6	18016				
7	19556				
8	19623				
9	5680				
10	53152				
11					
12					
13					
14					
15					

B.9

Sn.	Comp #	Name	Position	Date of Joining	Nationality	Total Experience in KSC
1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	30177	Yemeni	
2	1285					
3	1303					
4	19751					
5	35242					
6	18016					
7	19556					
8	19623					
9	5680					
10	53152					
11						
12						
13						
14						
15						
16						

B.10

11)- Now Select column **C,D,E** and **F**, as shown in Fig. B.12, and then grab the bottom of the “Nationality” cell, and drag vertically to the downward, as shown in bellow fig. B.13.

**CONGRATULATIONS!!**

Your required data is ready. Now you can format your sheet.

B.12

Sn.	Comp #	Name	Position	Date of Joining	Nationality
1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	14-Aug-82	Yemeni
2	1285				
3	1303				
4	19751				
5	35242				
6	18016				
7	19556				
8	19623				
9	5680				
10	53152				

B.13

Sn.	Comp #	Name	Position	Date of Joining	Nationality
1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	14-Aug-82	Yemeni
2	1285				
3	1303				
4	19751				
5	35242				
6	18016				
7	19556				
8	19623				
9	5680				
10	53152				

B.11

Sn.	Comp #	Name	Position	Date of Joining	Nationality
1	21	Quwaider Abdul Sammade Hassan	Chief Cashier	14-Aug-82	Yemeni
2	1285	ABDUL WAHAB KAHAM ALI TAKLAWER	Helper Electrician	21-Aug-86	Bangladeshi
3	1303	MD SHAHADAT HOSSAIN AKKAS ALI	Foreman	27-Sep-87	Bangladeshi
4	19751	Abdalla Ahmed Mustafa	Administrator	18-Jun-00	Sudani
5	35242	Sajjad Ahmed	Operator Roller	19-Apr-08	Pakistani
6	18016	Tharwat Mohamed El Said Sadek	Project Manager	9-Mar-90	Egyptian
7	19556	Mohamed Gamal Mohamed El Kadi	Manager Workshop	8-Apr-00	Egyptian
8	19623	Omer Mohamed Basheir	Administrator	1-Sep-00	Sudani
9	5680	ABDUL SATTAR ABDUL MAZID	Mason	18-Sep-86	Bangladeshi
10	53152	Azad Amzad Ali	Leadman Labour	31-Dec-97	Bangladeshi